

### Abstract of the Disclosure

An originator distributes a document by a network to one or more recipients. The document comprises a cover sheet including cover sheet information. The originator provides document distribution job information in the cover sheet information. The document distribution job information includes an originator  
5 information including an originator network address and, for each recipient, a recipient information including a network address. The originator provides the document to a document distributing server. The server scans the document to provide the document distribution job information. The server then distributes the  
10 document to the recipients based on the document distribution job information. Each recipient receives the document, optionally modifies any of the information contained therein, and then returns the document to the server. The document distribution job continues until all recipients receive the document and return it to the server.